



SANTA ROSA FRENCH-AMERICAN CHARTER SCHOOL

PAF September Meeting

9/6/17 | SRFACS Library

Attendance

PRESENT:

Elif Alton
Kristina Dorman
Travers Ebling
Galienne Eriksen
Jeff Gospe (Treasurer)
Megan Hernandez
Tracey Klein (President)
Samantha Makinano (Secretary)
Brittany Westerman (Vice-President)

NOT PRESENT:

Ronit Glickman
Dana Van Blair

I. Meeting Called to Order

6:54 PM by President Tracey Klein

II. Public Comment

- K.Dorman expressed that there is an interest in adding “electives” to the older grades.
- E.Alton has the name of a parent who volunteered to help with our website.
- T.Klein had the idea of making up “super volunteer” magnets to reward families who give to the school.
- J.Gospe mentioned that our website needs to be updated as to our board members correct terms.

III. Agenda and Approval of Minutes

- A. AGENDA: J.Gospe proposed to add approval of July minutes (III. B.). T.Klein proposed to cancel discussion of events procedures (VIII.B). B.Westerman motioned to approve amended agenda, J.Gospe seconded, unanimously approved.
- B. MINUTES: J.Gospe corrected July minutes IV. B. (Action Item/Budget) to add the terms “Draft, preliminary and subject to change”. J.Gospe also corrected August minutes III. (President’s Report) to read “Jess Jacobsen is interested”. T.Klein motioned to approve July and August minutes with amendments. T.Ebling seconded. Unanimously approved.

IV. Board Reports

A. PRESIDENT REPORT: T.Klein

- Our hard work has been successful thus far into the new school year. Ecole en Blanc surpassed our goals, the welcoming picnic seemed to promote good will amongst our teachers, temporary housing of new arrivals was accomplished, and our donated/resold household item program saved teachers a lot of money and made getting settled easier for them. They have a grace period before paying back their "IOU's" for these items.
- Thanks were extended to Principal Johnstone for all of his work supporting our school, staff, and families.
- E.Alton has volunteered to be the Class Representatives director.

B. TREASURER REPORT: J.Gospe

- We have raised \$36,000 in donations already - which is a 52% income increase of \$14k more than this time last year.
- We have spent \$14,000 more than this time last year.
- That \$14,000 has been spent on teachers

C. FAMILY GIVING CAMPAIGN: E.Alton

- EEB successfully motivated a lot of our families, and everyone seems interested in how Family Giving will obtain us a new playground.
- the Family Giving info has been given to our class reps, and they presented that info to their 22 individual classes at Back to School night. The 100% participation bonus is a focus.
- A private Facebook group for class reps has been created to assist communications towards that goal.
- The Eiffel Tower of donation goals will go back up at school to give visual motivation.
- Written thank-yous are a goal this year for families who have donated. "SRFACS" magnets will be ordered as well.
- * T.Klein had an idea to create "super volunteer" magnets to recognize family members who excel at serving our school.

D. EFBA ENRICHMENT UPDATE: J.Gospe

- the EFBA enrichment class concept and our subsidy of it was again explained by J.Gospe.
- we still have around 10 scholarship spaces and 10 paying spaces left in our 5 classes.
- to spread this information it will be included in La Plume, Principal's Communique, and class reps will be notified. E.Alton can forward a power point presentation to the reps.
- if spaces are not filled grades/classes will be re-organized and students on the wait lists will be moved in.

V. School Reports

A. PRINCIPAL'S REPORT: Richard Johnstone

- We've hired Aude Peret to teach TK - hoping to start teaching next week.
- We've hired Severine Verge as a bilingual instructional assistant.
- There is a possibility that an intern will be available soon, coming from Francophone Charter School in Oakland. If so, PAF would be responsible for providing a \$500/month (plus lunches) stipend and finding housing.
- French and English tutoring continue for those students deemed needing of it by their teachers. Zeynep Brockett will be tutoring 3rd graders in math to help study for the SBAC test.
- English teachers will be having training in "Writing by Design" curriculum in October in Berkeley.
- Our TOSA, Pascale Bon, just finished 3rd grade assessments - results to come soon.

- The new BEST program along with the existing Toolbox program are already improving the emotional climate among students at the school. Teachers and counselors are moving towards being proactive rather than reactive. Counselors are available and have been holding “circles” to facilitate interpersonal problem solving, and a decline in disciplinary referrals has already been noted. There will also be a future anti-bullying assembly using the “Power of One” approach.
- CELDT English language testing will begin on Friday 9/8/17 for TK/Kinders and English learners
- Let’s Go Learn (district) testing will begin on Sept.12, and will occur again in February. This data is valuable to track student learning progress.
- Teachers are working on their bios for the website. More photos need to be taken. Other staff would like to be included (custodians, librarian, crossing guards, etc).
- SRCS’s current struggles with the teacher’s union affect our English teachers only.
- SRCS has approved more hours for our librarian Melinda McCutcheon. She will now be present for 12 hrs a week on Monday/ Wednesday/Friday. She is hoping to be open for lunch hour. More hours will likely be difficult to get approved by the district....

VI. Committee Reports

A. ECOLE EN BLANC: B.Westerman, J.Gospe

- The event was very successful in gathering donations - improvement over past years.
- Wristbands were a big hit
- The carnival theme and games were also popular, we will make it a recurring theme.
- Teacher turnout and circulation was improved from previous years.
- Julliard Park seemed to be a popular venue.
- August 18, 2018 is the proposed date for next year’s event; this will be an action item to vote on at next month’s meeting.
- spending went a little over budget (see attached budget vs. actuals), but this event is not intended as a profit-generating one - rather to generate donations.
- We need to track in-kind donations and expense out what we didn’t use.

B. DONOR MANAGEMENT SOFTWARE: D.VanBlair (via email read by T.Klein)

- Delay in implementation. The leading candidate in our choice of software presented with unexpected fees that took it out of the running.
- Donor Perfect and Little Green Dot are the next software programs in line. Research is proving to be complex and is continuing.
- It is looking unlikely that we will have a software program in place and functional for this year’s Family Giving Campaign. The goal is to have it in line for the 2018-19 school year.

C. COMMITTEE VOLUNTEER NIGHT: M. Hernandez

- We will coordinate with G.Eriksen, R.Johnstone, and office staff to find a good date.
- Committees will make presentations, and there will be sign up tables - like a “volunteer job fair”.
- The presence of class reps is vital, as is all members of PAF.

VII. Discussion Items

A. ENRICHMENT: K.Dorman

- The enrichment program is in limbo as we need a coordinator to take Natasha O’Keefe’s place. Having an experienced teacher do this is an option. Natasha will train whomever this coordinator is.
- This year enrichment instructors will collect their own tuitions, rather than it be run through PAF.
- The amount of classes will be reduced due to space constraints. We have EFBA, Girls on the Run, Girl Scouts, and Odyssey of the Mind also competing for classroom space. The latter 2 may need to be run out of private homes in the future, but not at the moment.
- Classes with French-speaking teachers or French themes will be a priority. Chess and HipHop will also remain.
- G.Eriksen and B.Westerman volunteered to be on the enrichment committee.

(B. EVENTS PROCEDURES - cancelled)

C. NUTRITION PROGRAM: T.Klein, J.Gospe

- T.Klein (PAF president), B.Westerman (PAF v.president), J.Gospe (PAF treasurer), R.Johnstone (SRFACS principal), Najine Shariat (SRFACS founder), Ken Bunns (district child nutrition director), and Andre Bell (district assistant superintendent) met on August 25, 2017 to discuss the state and future of our school’s nutrition program. Both SRFACS representatives and SRCS representatives felt it was positive meeting.
- SRCS acknowledged accounting mistakes and promised accounting improvement and more transparency in the future.
- We owe no money to SRCS, and we are not currently under contract with them. They requested that we now sign a contract to stay with them for our nutrition program. This seems to be in our best interest overall, since as a dependent charter our program requires a certain amount of district involvement no matter what.
- We will do an email review & approval for this contract before it is to be finalized so as to have it ready for them so that SRCS can hire a new chef asap.
- The contract will state that PAF will be responsible for any costs over what the district allots for the program. J.Gospe feels, based on past history and increasing costs, that we expect \$20-25k for this.
- J.Gospe volunteered to take the lead on communication with SRCS.
- Once a chef is in place we need to reinforce participation in our nutrition program.

D. FAMILY GIVING TRACKING: E.Alton

- A Donation Tracking committee is in place: E.Alton, B.Westerman, M.Hernandez, and Brianna Mateo.
- Class reps need to be clear on the guidelines of donation: \$500/student is the suggested donation and \$10/month is the suggested minimum donation. Families can only donate for their own children.
- T.Klein motioned to set the Classroom Bonus rules as follows:
 - 100% participation by 3 pm on 10/16/17 receives \$500.
 - 90% participation by 12 pm on 12/31/17 receives \$250.

T.Ebling seconded the motion. Motion unanimously approved.

- For obvious privacy reasons, donations are intended to remain anonymous to all (including class reps) except the Donation Tracking committee. Class Reps are to be discouraged from collecting the names of those families who have or have not donated. This could (and has in the past) led to awkward interactions and not following the proper guidelines.
- T.Ebling to draft up written rules and guidelines.

E. PLAYGROUND: T.Klein

- A closed committee of qualified architects and designers is in place.
- Students will be asked for their input when designing.
- Financing is entirely dependent on the success of our fundraising and donations, as well as possible grants being investigated. Local corporate sponsorship was also discussed as a possibility.

- Using parents to build/install the structure is planned to save money.
- No start date is set, since no money is available yet.
- 8 weeks from start to finish is the estimated time frame for the entire structure to go up at once, however it is possible that the project will happen in phases as it can be afforded. Other priorities (i.e. teacher and classroom support) come first.
- We will not present our plan to SRCS for approval until all ducks are in a row.
- Our SAY counselor will write a report supporting the need for an improved playground

VIII. Action Items

A. TEACHER/CLASSROOM SUPPLIES

1. Public Comment: Najine Shariat requests to make room in our budget to add the IXL program for all grades. If not possible she will address it at a SAB meeting to come from the school's fund.
2. J.Gospe motioned to approve a \$2000 check to R.Johnstone and \$14k to be distributed to teachers (\$750 each to 6 English & 4 K teachers, \$500 each to 13 French teachers). S.Makinano seconded. Unanimously approved.

B. 2017/18 DRAFT BUDGET REVIEW

1. Public Comment: none
2. See attached financials (Balance Sheet, Draft Budget vs. Actuals x 2) - high points below... amounts rounded and are preliminary and subject to change.
 - We've done 20% better on Family Giving than last year so far, still need \$92k to meet our goal
 - We currently have \$72k in non-allocated cash
 - Vendange is expected to net \$30k profit (\$48k revenue/\$18k expense)
 - Corporate donations and e-scrip expected to bring in \$10k
 - \$204k will be available if we meet our donation/fundraising goals in addition to our current cash available
 - \$104-114k of that is already planned for (nutrition, school events, administration, class supplies, accreditation, teacher support, foundation expenses, etc)
 - \$90-100k would be remaining to allocate for things such as technology, field trips, playground, interns, storage sheds, books for classrooms, french tutoring. A certain amount would also need to be held in reserve for emergencies.
3. no vote - item to be revisited as the focus of next meeting.

IX. Future Board Meetings

6:30 start times after the SAB meetings

10/11/17, 11/1/17, 12/6/17, 1/10/17, 2/7/17, 3/7/17, 4/11/17, 5/2/17

X. Meeting Adjourned

9:18 PM by Tracey Klein

Minutes prepared and revised for review by Samantha Makinano.